

## Minutes of Sedgefield Youth Club AGM meeting

October 9<sup>th</sup> 2023. 5.40pm

Agenda:

- 1.Election of chair
- 2.Apologies
- 3.Election of vice chair
- 4.Election of secretariat
- 5.Election of Young People
6. Consideration of Youth Club's position statement
- 7.Financial report
8. Dates for 23/24 management committee meetings

Attendees: Julie Towler, Kelly Dickerson, Kerry Nicholson, Victoria Robinson, George Nott, Iona Darnton, Kristian Thatcher.

- Julie Towler is to continue as Chairperson of the Youth Club committee seconded by Victoria Robinson.
- Nieve Nuttall sends her apologies and was unable to attend the meeting.
- Kelly Dickerson to continue as Vice Chair, seconded by Julie Towler and Victoria Robinson.
- Victoria Robinson to step into a secretariat role seconded by Julie Towler and Kelly Dickerson. Kerry Nicols
- Iona Darnton to step up as a Young Person member of the Committee with Nieve Nuttall to continue in this position.
- Julie discussed the recent audit of Youth club finances that has taken place and what suggestions were made, It was discussed that Gordon had suggested a more accurate tracking of tuck shop sales to ensure the correct amount is being banked for each session, Victoria said that this would be impossible to stock check every week and throughout the session and that we could tally the sale of different priced items. Most of the tuck shop is 30p with an addition of some 10p items so this will be tallied throughout the session. Victoria will edit the current session sheet to include a section for the tally of the tuck shop for each session.
- It was also discussed that as treasurer, Kelly will check the petti cash tin against the Youth Clubs accounts sheet, once a month to ensure it is on track.
- George will write an article for the Sedgefield Extra, before the deadline date regarding recent sessions and upcoming events.
- Victoria is to contact Brian Mutch regarding the Youth club doing a Christmas tree for the Snow Party.
- Current financial report, petti cash funds low at the moment so trying to keep sessions expenses low. Current account holds, £38.74 with £32.25 to come out today on tuck shop refill.

- Upcoming sessions for the next year are mostly crafts, The youth club will try to use crafts resources that are already owned or may ask Natalie to do a Craft order using Youth club money for the upcoming sessions.
- Other sessions include: Mini Halloween disco during half term; Halloween Howler bake sale on 27<sup>th</sup> October; Christmas snow party bake sale 2<sup>nd</sup> Dec; Breakfast with Santa 16<sup>th</sup> December; Disco on the last session before the Christmas break 19<sup>th</sup> Dec. Re-open on Monday 8<sup>th</sup> January. Easter and Summer AAP funds to be written and submitted prior to holidays.
- Upcoming meeting dates are as follows: Monday 8<sup>th</sup> January 2024; Monday 8<sup>th</sup> April 2024; Monday 8<sup>th</sup> July 2024; Monday 9<sup>th</sup> September 2024 and the AGM to be Monday 14<sup>th</sup> October 2024.
- Any other Issues: none were brought up. Meeting ended 6pm.

Minutes by Victoria Robinson

Signed Julie towler.....

Julie Towler

Chair

Signed Kelly Dickerson.....

Kelly Dickerson

Vice Chair

**Signature:**   
Julie Towler (Dec 12, 2023 11:10 GMT)

**Email:** julietowler67@gmail.com

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Final Audit Report

2023-12-12

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